

PERSONNEL**Bereavement Leave**

A. Upon approval of the employee's supervisor, contracted full-time employees may be granted up to three (3) consecutive workdays of bereavement leave per fiscal year in the event of the death of an immediate family member. Part-time contracted employees may be granted up to 1 ½ consecutive workdays of bereavement leave in the event of the death of an immediate family member upon approval of the employee's supervisor. Bereavement leave may begin as early as the day of the death of an immediate family member. An immediate family member is defined as the employee's natural parent, adoptive parent, foster parent, step parent, parent-in-law, grandparent, spouse, natural child, stepchild, adoptive child, foster child, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any other relatives who are permanent residents of the same household.

B. Bereavement leave is granted with pay and is not charged against an employee's other leave accruals. Employees needing more than three (3) consecutive days for bereavement purposes may use accrued sick leave, personal leave, or vacation leave. However, approval must be obtained from the employee's supervisor for absences in excess of three (3) consecutive days for bereavement purposes.

C. Bereavement leave may also be granted to attend a funeral or similar service of a former or current school division employee provided that the employee obtain advance approval from his/her supervisor prior to attendance.

D. The three (3)-day bereavement leave benefit is not cumulative; it does not carry over from year to year.

Approved by Division Superintendent: June 21, 2005(Effective July 1, 2005)

Amended by Division Superintendent: May 9, 2006

Board Review: May 9, 2006 Staff Review: July 13, 2006 Responsible Department: Human Resources
